



PROPERTY DISMANTLING & DISPOSAL PROJECT

PROJECT COORDINATOR

INTRODUCTION: This position is responsible for administrative management and financial oversight of the Property Dismantling & Disposal Project functions and activities in support of the Hopi Tribe.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Plans and coordinates all aspects of the projects to ensure that projects do not conflict with the 1974 Navajo-Hopi Settlement Act, 1996 Land Dispute Settlement Act and Provisions of the "Accommodation Agreement" leases, National Historic Preservation Act Section 106 Process, American Indian Religious Freedom Act and Environmental Policy Act Regulations; evaluates and ensures overall project phases for compliance purposes and timelines.
2. Inspects work to ensure debris and salvageable materials are properly disposed; dismantling schedules are adhered to and all environmental regulations are followed in the dismantling & disposal process; prepares reports on dismantling projects, cost estimates per site, dispersing of salvageable materials.
3. Consults with Archeologist, Hopi Cultural Preservation Office on archeological sites surveyed within the Quit Claim boundaries for cultural, historical and/or archaeological clearances and mitigation purposes; utilizes the Global Positioning System (GPS) receivers to record location data for Quit Claim Property sites and downloads collected data to produce maps; inputs data into the Geographic Information System (GIS) for Tribal and ONHIR use.
4. Develops and administers annual office budget; obtains required clearances; establishes short and long-term goals and objectives; ensures compliance with funding guidelines and deadlines; provides accounting and expenditure controls for office budgets; prepares and submits required office progress reports to the supervisor and funding agency(ies); conducts presentations to Hopi Tribal Council, other departments and resource development agencies.
5. Establishes a preventive maintenance schedule for program vehicles and equipment; conducts quality inspections of heavy equipment, vehicles and tools to ensure proper and safe operation; schedules and acquires needed repairs.
6. Exercises supervisory responsibility over subordinate staff in order to efficiently complete work projects and ensure program goals are met; instructs & trains staff regarding work assignments, procedures, methods & techniques; establish and conducts employee performance appraisals; initiates personnel actions; recommends or provides training opportunities for staff.
7. Performs other related duties as assigned or authorized to achieve the scope of the work and office goals and objectives.

COMPLEXITY: The work consists of duties that involve related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the OHLA Director. The incumbent and supervisor, in consultation, define the objectives, priorities and deadlines. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACT: Contacts are with employees within/outside the immediate work area, supervisor, Office of Navajo and Hopi Indian Relocation (ONHIR), Navajo residents, agencies closely related to the

incumbent's specialty area and the general public. The purpose of these contacts is to exchange factual information, coordinate services, provide advisement and establish mutually beneficial relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Work is performed in a standard office environment and in the field requiring physical exertion such as long periods of standing, walking, stooping, bending and lifting objects in excess of 25 lbs. Travel over rough, uneven terrain and in varying weather conditions will require the incumbent to wear protecting clothing and gear. The work may involve risk of potential harassment and confrontation by non-Hopi's and non-Native Indians.

MINIMUM QUALIFICATION:

1. Required Education, Training and Experience:

- A. Education : Associates degree in Business, Administration, Range Management or closely related field;

AND

- B. Experience : Four (4) years responsible work experience in construction management involving program , grant/contract administration, of which 2 years are in a supervisory capacity;

OR

- C. Any equivalent combination of directly related education, training, and experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of the Hopi Reservation, Hopi Partitioned Lands, the 1974 Navajo-Hopi Settlement Act, 1996 Land Dispute Settlement Act and the "Accommodation Agreement" lease provisions
Knowledge of the National Historic Preservation Act (NHPA) Section 106 Process, American Indian Religious Freedom Act (AIRFA) and Environmental Policy Act (EPA) Regulations
Knowledge of Global Positioning System (GPS)/ Geography Information System (GIS), etc
Knowledge of safety practices and procedures common to construction
Knowledge of modern office equipment/machines and applicable software programs

B. Skills:

Excellent written and verbal communication skills
Skill in operating and using specialized tools/equipment of the construction trade
Skill in operating 2-way radio communications equipment
Skill in operating modern office equipment/machines and software programs
Skill in operating Global Positioning Systems and Geography Information System (GIS), to prepare maps, etc

C. Abilities:

Ability to read and interpret topographical maps; prepare and modify project plans, supervise and accomplish work in accordance with established objectives, priorities and timelines
Ability to work independently, plan, organize and accomplish work with established performance plan and timelines
Ability to prepare and maintain accurate reports/records of projects, correspondence, financial records and conduct oral presentation on projects
Ability to operate modern office machines/equipment, computers and applicable software applications

Ability to establish and maintain effective professional working relationship with others

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.

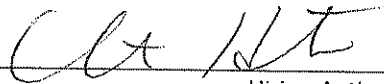
PREFERRED QUALIFICATION:

1. Speak and understand the Hopi language.

CONDITION TO EMPLOYMENT:

All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

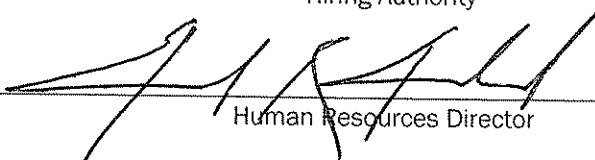
REVIEWED BY: _____



Hiring Authority

05/18/11
Date

APPROVED BY: _____



Human Resources Director

05/19/11
Date

NON-EXEMPT
Range 33
05/2011